2011 ELPA Online Pilot Pre-ID Instructions

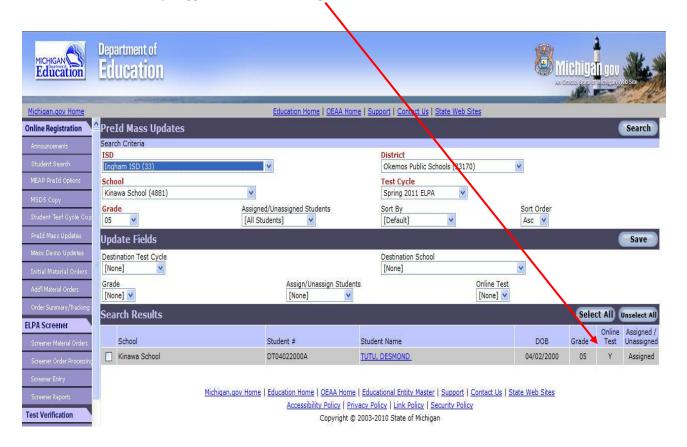
To ensure that students are correctly identified for the ELPA Online Pilot or the Paper-Pencil mode of the ELPA, districts must check their Pre-ID'd students for each building in the participating district and at each grade level participating. All eligible students (LEP) in participating buildings have been automatically flagged as participating in the Online Pilot. You will need to unassign students (or unselect students from participating in the Online Pilot) who may need <u>any of the accommodations listed in the Accommodations Summary Table (www.michigan.gov/elpa), are enrolled in Special Ed. Services, or have a 504 Plan/IEP. These students will not be eligible for Online Testing and must take the regular paper-pencil version. Pre-Id must be completed by <u>January 14th</u>, 2011.</u>

Option 1:

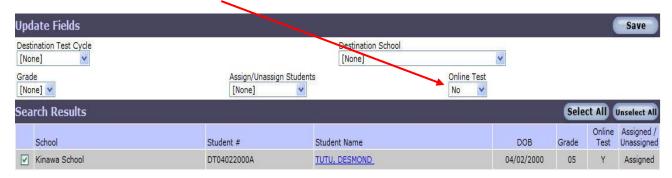
- 1) Login to the OEAA Secure Site
- 2) Select **Preld Mass Updates** from the menu on the left side of the page.
- 3) Select your **ISD, District, School, Test Cycle (Spring 2011 ELPA)** and the **Grade** of students for which you want to check Pre-ID information. Click **Search** in the top right corner.



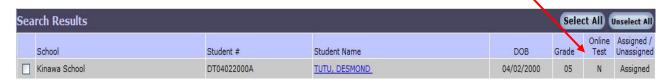
4) You should then see a list of students at the bottom of the screen. All eligible students will be automatically flagged for Online Testing.



5) To unselect students for Online Testing click in the box on the same line as the student or students and then select **No** from the **Online Test** dropdown.



6) When complete click **Save** on the right side of the page. You should then notice that the column for Online Test has been updated for the students previously selected.

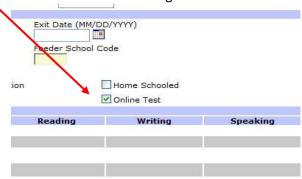


Option 2:

1) Students may also be unassigned from the Online Test by clicking directly on each student's name.



2) After clicking on the student's name, look for the Online Test box on the following screen.



- 3) Click on the box to remove the checkmark and unassign the student from the Online Test.
- 4) Once complete, select Save from the upper right hand corner of the page.